

From: Felicia Gavin
To: Barnes, Rusty; Bentley, Michael; Boyd, Michael; Byrd, Marilyn; Davis, Shanta; Dearman, Sasha; Fortenberry, Kathy; Gee, Cora; Gross, Kim
Date: 10/20/03 4:56PM
Subject: Annual Open Enrollment Reminder

You should have received your October edition of Life and Health newsletter at your home address. October is open enrollment for active employees and cobra participants in the state health insurance plan.

If you or your eligible dependents are not currently covered under the State and School Employees' Health Insurance Plan, you may apply for coverage during the month of October to be effective January 1, 2004.

This is also the time that you may elect the High Option Coverage for Children if you already have coverage for your dependent, or if you are enrolling dependents.

If you need to make any changes, please complete and return to me the Application for Coverage form by Wednesday, October 29, 2003.

Please call me at extension 3161 if you have any questions.

Thanks.